

**Water/Wastewater Commissioners’
Meeting Minutes
May 30, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Non--Public Session

Vice-Chairman White made the motion to go into non-public session at 6:00 for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Putnam seconded the motion. All voted in favor.

At 6:48 pm, Chairman Courage made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All voted in favor. Chairman Courage announced during the non-public session that the decision was made to seal the non-public meeting minutes.

Decisions:

Approval of Final Minutes –Vice-Chairman White made the motion to approve the minutes of the commissioners’ meeting held May 14, 2013 as amended. Commissioner Putnam seconded the motion. All voted in favor.

Sewer Abatement Request – 545 Elm Street, #12 – Superintendent Boucher explained this is the 2nd of 2 sewer abatements for this property, as had been previously approved by the commissioners due to broken pipes and the water not entering the public sewer system. Commissioner Putnam made the motion to approve this sewer abatement request in the amount of \$473.17 based on the recommendation of Superintendent Boucher, with the amount of usage to be abated being 12,040 cubic feet. Chairman Courage seconded the motion.

Sewer Abatement Request – 545 Elm Street, #20 – Superintendent Boucher explained this request is due to a leak found in the hot water heater and the water had not entered the public sewer system. Commissioner Putnam made the motion to approve this sewer abatement request in the amount of \$558.81 based on the recommendation of Superintendent Boucher, with the amount of usage to be abated being 14,219 cubic feet. Chairman Courage seconded the motion.

Vacation Request – the commissioners approved Superintendent Boucher’s request to utilize accrued vacation July 19, 2013 through July 26, 2013.

Discussion/Information Items:

Curtis Well Electrical and Instrumentation Improvements Projects Update – Superintendent Boucher said next Tuesday the wells would be turned off to install the new flow meter, the transmitter and the mixing plate, which is also a chemical injection plate. On Wednesday morning, the wells will be turned on. G. A. Laflamme, Woodard & Curran, as well as a calibration specialist will be on-site. Pumps have been received; the transmitter and motors are on back-order. G. A. Laflamme will return a week later to pull wires from across the Souhegan River. The anticipated VFD delivery date is June 7, and will be installed during the week of June 12 – 14.

Wastewater Switchgear – Project Update – Superintendent Boucher distributed the email received May 22, 2013 from Mr. Chuck Fritz, Electrical Installations, Inc, which explained the anticipated date of equipment delivery is July 5, 2013, with the transfer to temporary service to occur two weeks prior. The temporary gear and wiring has been installed and will be tied in when the power is switched. Mr. Fritz will provide an updated work schedule in June.

Activities Report – The Commissioners reviewed the report. Vice-Chairman White suggested that an Amherst Street manhole cover be reset on Amherst Street and a sewer structure on Dearborn Street be cleaned and re-installed. Mr. Boucher explained smaller castings have been ordered. The collection system crew is repairing castings and flushing sections of the sanitary sewer system this week. Chairman Courage asked if the paving finish coat on Amherst Street has been completed where the water leak was recently repaired.

Septage Receiving Facility – Mr. Boucher said Mr. Rene LaBrance, Stantec Consulting, informed him the heater will be installed tomorrow.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said a resident neighboring the Prospect Tank had complained about nesting activities of ravens on the tank and causing damage to their property. When the Water Foreman responded to the site, he discovered the hatch was not in place. The hatch was located nearby. Mr. Boucher contacted Underwater Solutions to schedule an inspection, repair the hatch, and perform chlorination and cleaning. The tank will be taken off-line. Underwater Solutions quoted \$4,340.00 and could be on-site next week. Commissioner Putnam asked why the hatch became separated from the tank. Mr. Boucher surmised it was due to age and the result of high winds. Commissioner Putnam questioned the delay in taking the tank off-line.

Mr. Boucher said he had received two price quotes from Amtec regarding Dram Cup, one for the roof top for approximately \$55,000 and to coat the interior of the tank. Vice-Chairman White asked for all quotes Mr. Boucher has received to be sent to Wright-Pierce for review and recommendation, prior to the next meeting, so that the commissioners may arrive at decisions.

Mr. Boucher said Mr. Berg, Wright-Pierce will be on-site during the week of June 10th. The 10” line off Beech Street will be opened and a coupon will be removed. Mr. Berg will recommend a company to determine the C-valve and condition of this pipe.

Huber screw press equipment will be received during the end of June to test the sludge dewatering equipment, and the centrifuge will also be tested later in the month. These activities are being performed prior to estimate savings should the belt filter press be replaced. Commissioner Putnam and

Vice-Chairman White said they would be interested in seeing the operations. Mr. Boucher expects to receiving notification from Freightliner in the next day or two that the new truck will be sent to Donovan's.

Mr. Boucher will contact Mr. Jack Sheehy to inquire about the sewer capital reserve financial data not appearing in the monthly reports. Mr. Boucher said he has been approving the transfers monthly.

Vice-Chairman White inquired whether Mr. Boucher had heard from Ducal Development regarding their interest in paying advance lump sum entrance fees. Mr. Boucher has not heard from the Ducal representatives since the previous commissioners' meeting.

Non--Public Session (RSA 91A:3 II(c) Reputation and (d) Land). Chairman Courage moved to enter into Non-public session at 7:15 p.m. in accordance with RSA 91:A3 II(c) and (d) for the purpose of approving the non-public meeting minutes of April 14, 2013 and May 14, 2013. Vice-Chairman White seconded the motion; all voted in favor. The non-public session concluded at 7:19 p.m., upon the motion made by Chairman Courage and seconded by Commissioner Putnam.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, June 11, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Courage made the motion to adjourn the meeting at 7:19 p.m. Commissioner Putnam seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date